

## President of the Council

Revised September 2014 by Steve Dougherty

The president must be a member of the Chemeketan Executive Council and is chosen by the members of the Council at their organizational meeting after the annual election. It is strongly recommended that the president should not have a committee membership in addition to his or her Council office. This results in a conflict of interest. The president should be the advocate for all club interests.

According to the Chemeketan by-laws: “The president shall preside at all meetings of the organization and the Executive Council; enforce the Articles of Incorporation and the By-Laws; call such meetings as the president is empowered to call; and perform such other duties as usually devolve upon the office of the president.”

In the course of Executive Council meetings, the business of the club is carried out. At a minimum such business consists of approving the minutes, approving the payment of the bills, and voting for new members. The president is a signer on the checking account of the Club and is authorized to access the safety deposit box of the Club. Any other matters will be covered as deemed necessary. Club members not on the Council are welcome at Executive Council meetings. As a matter of courtesy, guests who have something to present should be asked to do so early in the meeting. In the case of any matters of dispute as to how the meeting is run, Roberts Rules of Order should be the guide.

At the Annual Meeting, the president should ask for the reading of the minutes of the last annual meeting, then ask for the Treasurer’s report, then ask for the reports of the remaining Council members, and then ask for the reports of all remaining committee chairs. After the reports are finished any new business should be discussed and voted on, if necessary. The meeting usually ends with the introduction of the new Council.

In the perfect year, that’s about it except for occasional ceremonial duties such as a short greeting at the Annual Banquet. In a normal year, the president does have to “perform such duties as normally devolve upon the office of president.” There is no way of predicting what these duties may be. Things happen and the president is called upon to do something about it, either by him or herself or by delegating the job to someone else.

The President should oversee club operations to make sure that the following tasks are carried out:

1. Material for the prospectus is turned in and the prospectus and an accurate club roster are mailed in a timely manner, usually on or near March 1.
2. In July, a five member nominating committee must be appointed.
3. In September, the nominating committee submits a list of nominees to the vice-president and publishes the list in the Club Bulletin.
4. In October, the ballots are mailed out to the membership by the vice-president. The Council names a five-person committee to count the ballots.
5. In November, the ballots are counted and the results given to the president.

6. The results of the election are printed in the January issue of the Bulletin.

## Vice-President

Revised October 2014 by Karen Craven

**Item 1.**The vice-president will assume the duties of the president in the president's absence or inability to act. This may include but is not limited to conducting the monthly meetings, posting email notices to the membership at large, and facilitating the annual meeting.

**Item 2.**In accordance with the club's By-laws, the vice-president will coordinate the annual election for members to the Executive Council as follows.

1. Appoint a five-member nominating committee as early in the year as possible so that candidates may be in place no later than the end of August.
2. Submit names to the Bulletin editors for the September Bulletin.
3. Appoint a ballot-counting committee.
4. Request biographies from each selected candidate no later than the end of August.
5. Create the ballot to be transmitted by email or other electronic device to Inkspot (or their substitute) for printing so that the ballots and envelopes may be sent to Valley Mailing (or their substitute) to be sent out to the general membership in early October.
6. Make sure that there are enough envelopes for mailing and that there is enough money to buy postage for mailing the ballots.
7. Pick up the ballots from the treasurer and membership secretaries, who have keys to the postal box, and deliver them on November 1st or 2nd to the chair of the ballot counting committee.

**Item 3.**The Vice President will prepare a final report to be presented at the Annual Meeting (2nd Monday in January). This report will include what the vice-president has done during the calendar year.

## Recording Secretary

Revised July 2012 by Franca Hernandez. Approved October 2014 by Bonnie Arias.

1. Attend Executive Council and Annual meetings. Record the proposals and the actions taken. If unable to attend, recruit a replacement for that particular meeting.
2. In consultation with the Executive Council, prepare an agenda for each meeting.
3. Prepare minutes for each meeting with Executive Council's input and send to Bulletin Editors(s) by the 1st of the following month. (By necessity, there is a two month delay in the posting of the minutes.)
4. Following the completion of the Executive Council members' annual election and in collaboration with the Vice-President, submit a list of elected Council members to the Bulletin Editors in time for publication in the January bulletin which means it needs to be submitted by December 1 or soon after.
5. Following the one-time organizational meeting of the new Executive Council at a time to be mutually agreed upon, submit a list of the committee chairs for the following year to the Bulletin Editors in time for publication in the January Bulletin. Work with the President, if appropriate.
6. Write letters and other materials authorized by the Council.
7. Sign checks as authorized by the Council.
8. Update the Council Actions and Policies document at the end of the year as a record of new actions and policies.
9. As soon as possible following the Annual All-Membership meeting, file hardcopies of all the prior year's minutes and reports at the Chemekeden or other place deemed appropriate by the Executive Council.

## Membership Secretary

Revised November 2015 by Mary Liepins and Michael Gurley

In brief, the duties of the membership secretary are:

1. Serve as a member of the Executive Council.
2. Maintain the club's membership database.
3. Distribute renewal forms annually and collect dues.
4. Process membership applications.
5. Provide information about the Club and notification of Bulletin availability (for 3 months) to prospective members.
6. Monitor Chemeketan email and respond to queries

Because of the large workload, the duties of the membership secretary may be shared by two individuals who determine how they will function. Very close coordination must be maintained between the co-membership secretaries to assure that all records are maintained in a current and accurate manner.

1. SERVE AS A MEMBER OF THE EXECUTIVE COUNCIL. The membership secretary shall, insofar as possible, attend all regularly scheduled meetings of the Executive Council, provide a report of membership activities during the past month, present applicants for membership for vote of the Council and act on all other business coming before the Council. The membership secretary's report shall include the names of applicants for membership, and give the total current membership. It shall also include a report of collections. The report is found in the report section of the on-line database – Executive Council Report.
2. MAINTAIN THE CLUB'S MEMBERSHIP DATABASE. Such records include the database of active and former members plus a hard-copy file for membership application forms. Membership records located on-line on a designated website are accessible by authorized individuals. Because of the importance of this duty and the necessity of monitoring email and using the database often, the Membership Secretary should have good computer skills and access to a computer with reasonably fast internet at home.
3. COLLECT DUES. Annual dues shall be collected at least bi-weekly (but weekly is preferred) from the Chemeketan post office box by the membership secretary and (after payments are recorded in the database) deposited in the Chemeketan account at Pioneer Trust. Deposit slips should be scanned and emailed to the Chemeketan bookkeeper as soon as possible and the original deposit slips submitted to the treasurer at least once a month attached to the Payments Report located on the database under the "Reports" section.

Dues notices will be sent to members by the second week of November. According to the Chemeketan By-Laws, dues must be received by January 1. A reminder shall be sent as soon as possible after January 1 to members who have not submitted dues for the new membership year. Any member who has not submitted dues by January 31 shall be considered inactive until she/he submits a renewal form and dues.

4. PROCESS MEMBERSHIP APPLICATIONS. After verifying that application requirements have been met, i.e., the two qualifying activities have been completed by prospective members and dues have been submitted, the membership secretary shall present the names of applicants for membership to the Executive Council. This is done in the monthly Membership Report to the Council. Upon acceptance of new members, each new member is provided a “new member packet” which includes a Chemeketan Roster and a membership sticker. New members will be invited to access the Chemeketan By-Laws on the website at [www.chemeketans.org](http://www.chemeketans.org) or they may request a hard-copy from the membership secretary.

The following steps should be followed in processing membership applications:

- Pick up membership mail from the Chemeketan PO Box 864 at the Pringle Park Branch, Salem, OR 97308.
  - Enter membership information and dues into the on-line database. This information is derived from the application form.
  - Write the bank ID number from the check, e.g., 24-680, and amount on the upper right hand corner of the application. If no application form accompanies the check, note the bank ID number and amount of the check on the envelope.
  - Organize the application forms alphabetically by last name and file the forms.
  - Enter guest data from requests received either by e-mail or phone for the complimentary notice of Bulletin availability into the database.
  - Enter any corrections received from members or others.
  - Database entries should be made throughout the month to facilitate a smoother flow of data. Effort should be made to enter data up to and as close to the date of the Bulletin distribution as possible.
  - It is important to get all the new members and renewed members into the database by the 14<sup>th</sup> of the month so that they will be sure to be on the distribution lists. Depending on the timing of data entry, it may be necessary to send new members a hard-copy of the Bulletin along with their copy of the Roster. The membership secretary needs to make sure there is enough postage affixed to the packet. It is best to check with the Post Office to assure correct postage.
5. PROVIDE INFORMATION ABOUT THE CLUB AND GUEST BULLETINS TO PROSPECTIVE MEMBERS. The membership secretary will normally receive requests for information through an on-line form on the Chemeketan website. The membership secretary should determine whether individuals requesting guest status are already in the database and receiving guest Bulletin notification. Those who are not should be entered as guests.

The following steps should be followed in providing guest Bulletins:

- Send the prospective member an E-Bulletin and let them know they can down-load a copy of the Application Form from the Chemeketan website at [www.chemeketans.org](http://www.chemeketans.org). If necessary, send a hard copy of the application form.

- Enter the individual's guest information into the database. This will put the person on the email list for the following month's Bulletin.
6. ASSURE SMOOTH TRANSITION OF MEMBERSHIP SECRETARY DUTIES AND PROCESSES TO NEW MEMBERSHIP SECRETARY. To assure a smooth transition of membership secretary duties and processes, the membership secretary should assist the new Membership Secretary for the first month or two. The Chemeketans are a volunteer organization and it is in the interest of all that membership functions continue uninterrupted and that the volunteer experience is rewarding.

## Treasurer

Revised April 2015 by Amy I. Dale

Safe Deposit Box: Signers include president, vice president and treasurer. Keys held by Treasurer and President. Currently the box is at PioneerTrust Bank.

Treasurer's Keys: Den keys (front gate, meeting room, back office/supply room, storage area), safe deposit box, PO box key.

Templates: For reports (annual and monthly Treasurer's reports) signature change letters and other documents needed to be prepared there should be a template. Update or fill in dates/names as necessary, add new templates as becomes necessary. The templates are in Word and located on the CD provided.

See written procedure for accessing on-line bulk mailing account balance and activity. Payments must be made in person at the main post office on 25<sup>th</sup> Street in Salem.

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### Duties

#### 1. Custody

Upon assuming the office, the treasurer becomes technical custodian of the old treasurer's records, previously audited and currently filed in the Chemekeden. The treasurer becomes physical custodian of the current check register and blank checks, deposit slips, bank endorsement stamp, and appropriate keys (Den, PO Box, Safe Deposit specifically). The treasurer shares custodial care of the contents of the safe deposit box with two other officers, the president and one other (e.g. the recording secretary).

#### 2. General Responsibility

The treasurer is responsible for all of the incoming and outgoing monies of the club, with the exception of funds related to the annual outing and climb accounts. The council oversees the Outing and Climb accounts via periodic summary accountings from the treasurer of those committees. The official books are maintained in QuickBooks by the hired bookkeeper. All necessary deposit and expense information (receipts, etc.) should be provided to the bookkeeper to facilitate the accounting.

#### 3. Income

The treasurer may collect monies from committee chairs for various reasons (i.e. for cabin rental, store income). As this is often done via the postal service it should be accompanied with written information regarding the source of the revenue. Such documentation can either be a detailed note or the Cash Turn-In form. The information must include the source of funds, type of income/receipt and date. Generally deposits



should be made next day or as soon thereafter as practical. Deposits are made to the club's money market checking account or other account as may be designated by the Council. Membership dues are generally deposited by the membership secretary who forwards the printout and deposit slip copy to the treasurer and/or bookkeeper for record keeping and retention. Keep copies of the deposit slips and any other pertinent information regarding the deposit; forward to bookkeeper as necessary.

#### **4. Disbursements**

The treasurer should receive all Club bills and invoices except those related to the annual Outing or Climbing. At each Executive Council meeting, the treasurer requests authorization from the Council to pay outstanding bills/invoices. The treasurer pays said bills/invoices by checks drawn on the money market checking account. Each check is signed by two of the following club officers: president, recording secretary, treasurer. For bills internal to the Club, a "Request for Payment/Reimbursement" form may be completed prior to payment. The treasurer notes the check number, date of payment, Council approval date (if different), and reason for payment on each bill/invoice or "Request for Payment/Reimbursement" form. If no forms or invoices are available, a written note should be prepared for any such expenditure. For bills to be paid on time, the treasurer should check the Chemeketa post office box at least once per week.

#### **5. RECORDS**

The treasurer keeps fair and faithful financial records of the monies of the Club. The treasurer maintains monthly folders, which contain all paid bills/invoices and forms, all cash turn in forms and bank receipts (noting sources of income on these receipts), and a summary of that month's financial activity. The Treasurer maintains originals and necessary copies are provided to the bookkeeper each month.

#### **6. CHECKBOOK**

The treasurer is responsible for ensuring the checkbook is reconciled monthly with the bank statement and to make certain that the checkbook is balanced (this is generally performed by the bookkeeper). Original deposit receipts are filed with the cancelled checks. Treasurer should review the Quickbooks check register to ensure it completely and accurately reflects the month's activities prior to providing it to the Council.

#### **7. POST OFFICE**

The treasurer is responsible for assuring that sufficient funds (usually > \$150) are on deposit at all times with the post office so that the Bulletin and other necessary mailings can be accomplished promptly.

## 8. **DEN RENTAL**

The treasurer is responsible for paying the rental on the Chemekeden before the first of each month (no bills or invoices are received for the obligation). The treasurer also contacts the landlord to prepare a new lease before expiration of the previous lease.

## 9. **REPORTS**

The treasurer prepares a monthly financial report detailing the beginning checkbook balance, income and disbursements, and the ending checkbook balance. Monthly income and disbursements also are listed by activity. Club assets, such as investments and equipment, are good to include as well as any liabilities that might have been incurred. A similar year-to-date financial statement with activity listings only also is prepared. (see templates)

At the end each quarter, the treasurer prepares a quarterly financial report summarizing the income and disbursements for that quarter, and containing a balance sheet. A similar annual report is prepared at the end of the year. The latter report is presented at the Annual Meeting. This report includes receipts and disbursements since the treasurer's last report.

The treasurer reports on the financial activity of the Club at each Council meeting and provides copies of all reports to the Council as it so designates.

## 10. **MISCELLANEOUS**

The treasurer checks the Missouri Pacific RR Bonds each year. At the proper time in December, the treasurer furnishes the auditor, appointed by the new council, with all necessary records to conduct the annual audit. This should include all invoices and other documentation as requested. The auditor may request samples of canceled checks to verify against invoices or other charges; those must be provided promptly. The auditor should never be the current or immediate past Treasurer. Periodically the Treasurer may receive a notice that CD's will roll over and continue, or may require the Treasurer to express intent to continue the investment. Unless the council advises otherwise, the Treasurer should return the statements to continue said investments.

### **Monthly Checklist For Treasurer (every month)**

- 1. By the 5<sup>th</sup>: Provide a copy of all deposit slips, check stubs used, invoices or receipts, investment reports or other money related documents from the prior month to the bookkeeper. Include all back-up support for amounts paid, even EFT transactions.**
- 2. 12<sup>th</sup>: Prepare Treasurer's report for the previous month from information provided by the bookkeeper. E-mail report and support to the council and copy the bookkeeper. Support should include a copy of the check register (payments**

- made including date, amount and vendor), schedule of current month revenues and expenditures, and schedule of year-to-date comparisons of the current and prior year. These are formally presented at the council meeting and published as part of the meeting minutes in the monthly bulletin.
3. Prepare all checks for Den utilities, including PGE, and any other invoices received (Valley Mailing and Ink Spot). Obtain second signature at council meeting.
  4. At the council meeting, prepare all checks approved for reimbursement and obtain signatures.
  5. 25<sup>th</sup>: Pay Den rental for the following month (Colleen Henry). Put signed check in an envelope attn to Colleen Henry and deliver to Cooke Stationery. If afterhours the envelope can be slid under the door. An invoice is not provided.
  6. Provide a copy of the quarterly investment statements to the Outing treasurer.

Unique to each month:

### January

1. Obtain new signature cards for money-market checking account, safe deposit box, and certificate of deposit. These signatures are required: president, recording secretary and treasurer. (currently at Pioneer Trust Bank). See standard forms. PTB requires the new signers to be approved by the council so there needs to be published minutes with the signers specifically named as well as the form letter.
2. Consider balance in the prepaid postage account (Valley Mailing draws from this for mailing Chemeketa bulletin and any other mailings). This account has been set up on-line. See instructions for logging in.
3. Second Monday: At Annual meeting:
  - a. Obtain signatures of new officers on signature cards.
  - b. Present annual report. Last quarterly report due.
  - c. Turn over all records which have been in the treasurer's custody to the new treasurer.
4. Submit new signature forms to the bank
5. Arrange for audit of the books.
6. Provide copy of the 12/31/xx quarterly investment statements to the Outing treasurer.

### February

1. 10<sup>th</sup> Insurance on cabin and its contents and Den – ensure policy renewal
2. Contact insurance company to discuss renewal. This will be necessary for April renewal date so plan ahead.
3. Consider the balance in pre-paid postage and make deposit if needed.

4. **Contact accountant regarding annual tax return. Coordinate with bookkeeper to provide an accountant's copy of the accounting record.**

### **March**

1. **16<sup>th</sup>: Safe deposit box rental due. (this should show up on the bank statement and be automatically deducted).**
2. **31<sup>st</sup>: Insurance on Den contents due.**
3. **31<sup>st</sup>: Contact Kip Henery, Cooke Stationery, on renewing Den lease. He prepares the lease and treasurer signs. Colleen Henry is also a reference. (lease runs May 1 through April 30)**

### **April**

1. **First quarterly report due at Council meeting.**
2. **Anticipate Land Use Permit from US Forest service for the Cabin.**
3. **Provide copy of the 3/31/xx quarterly investment statements to Outing treasurer.**

### **May**

1. **Inquire with Climbing Committee Treasurer about the annual transfer. The Climbing section transfers all but \$3000 out of their checking account back to the main club each year after they close the books from Climb School. This is usually done in May or June.**
2. **Safe Stor bill is paid for the year.**

### **June**

1. **Send letter to Outing Chair requesting funds for Outing equipment storage (Safe Stor). This is paid a year at a time by club treasurer and ½ is reimbursed by the Outing.**
2. **Send Outing chair all forms/requests on workman's compensation insurance as soon as possible. All SAIF mailings or other outing business can be forwarded to the Outing Treasurer.**

### **July**

1. **Second quarterly report due**
2. **Provide copy of the 6/30/xx quarterly investment statements to Outing treasurer.**

### **August**

1. **Consider balance in pre-paid postage and make deposit as needed.**

### **September**

1. **File USPS form to renew bulk mailing/periodical. This can be delivered or mailed to the main post office on 25<sup>th</sup> st, Salem. Ensure completed form as filed is published in the November monthly Bulletin as required by USPS.**

#### **October**

1. **Pay property tax bill related to the Cabin based on county statement/invoice received.**
2. **Third quarterly report due**

#### **November**

1. **Provide copy of the 10/31/xx quarterly investment statements to Outing treasurer.**
2. **State of Oregon – Corporation Division annual report dues and report become due.**
3. **15<sup>th</sup>; Cabin property taxes are due**

#### **December**

1. **Prepare for the annual meeting**
2. **Contact the auditor to make arrangements for the annual audit**
3. **Prepare all files for handing over to the next Treasurer, including summary of any important decisions made during the year regarding the Treasurer position/duties and all contact information (names, phone numbers, addresses) of pertinent persons that will be contacted during the year by the Treasurer.**
4. **Check the prepaid postage account to ensure the balance is at least \$150.**

#### **Typical monthly expenses:**

- **Cooke Stationery (rent is \$275)**
- **PGE – Den utilities**
- **City of Salem (water/sewer) – this is auto withdrawn from the checking account.**
- **Ascention Accounting – Bookkeeping services**
- **Valley Mailing – bulletin labels and mailing (annually for Council member ballots and also membership renewals)**
- **The Ink Spot – printing of monthly bulletin and any other printing needs (envelopes, council ballots, etc.)**
- **Reimbursements (based on requests, accompanied by receipt and after approval of council quorum). Travel reimbursement rate is 35 cents per mile.**

#### **Annual Expenses:**

- **Insurance**
- **Safe Stor (Outing Storage – Main club pays half and Outing pays half)**
- **Taxes (nominal filing fee associated with state and federal returns and tax preparer costs)**

- Land Use Permit – paid to US Forest Service
- Property taxes related to the Cabin
- Annual Dues (Federation of Western Outdoor Clubs)
- Prepaid postage related to bulk mailing permit (at least annually and periodically as needed)
- Annual Report and filing fee – with Secretary of State Corporation Division

**Required for all Checks/Payments:**

Write the date, check number and amount paid on all invoices or receipts. Receipts should accompany all reimbursement requests, with the exception of mileage reimbursements. For mileage reimbursements, document the person, date, number of miles, mileage rate and total reimbursed

If not clear from the invoice detail include a description of the expense to help the bookkeeper categorize (identify if for specific activity and generally category such as treasurer postage reimbursement, trail maintenance mileage reimbursement, Den utilities, Cabin maintenance...)

**Required for all Deposits:**

Ensure the date and amount are clearly readable.

Write the source of funds (who provided the money) and purpose (membership, cabin rental, general store sales, class revenue) so it can be properly classified and accounted for.